

BENEFIT PLAN REQUIREMENTS:

To Enroll Your Spouse, you must provide copies of 2 forms of verification:

- A copy of your marriage certificate **AND**
- A copy of the front page of the most recently filed federal tax return confirming this dependent as your spouse **OR**
- Documentation dated within the last 6 months establishing current relationship status such as joint household bill, joint bank/credit account or joint mortgage/lease listing you and your spouse **OR**
- Documentation within the last 6 months establishing current residency

Please Note: You may blacken out any financial information and/or Social Security Numbers

To Enroll Your Dependent Children up to Age 26, you must provide:

- A copy of your child's birth certificate naming you and/or your spouse as the child's parent **OR**
- A court order/adoption decree naming you and/or your spouse as the child's legal guardian

To Enroll Your Dependent Stepchildren up to Age 26, you must provide:

- A copy of your marriage certificate as proof of the dependent's relationship to the employee **AND**
- A copy of your child's birth certificate naming your spouse as the child's parent **OR**
- A copy of a court order/adoption decree naming your spouse as the child's legal guardian

To Enroll Your Disabled Child(ren) over Age 26, you must provide:

- A copy of your child's birth certificate naming you and/or your spouse as the child's parent **AND**
- Copy of Employee's most recently filed tax return as proof of support **AND**
- Written approval of disability status from current health insurance carrier **OR**
- Completion of USG Insurance Carrier forms (as needed)

You have 30 days from your date of hire to make your benefit elections AND provide copies of the necessary dependent documentation listed above. If Human Resources does not receive this documentation within 30 days, your dependents will not be eligible for coverage until the next Annual Enrollment period, unless you experience a qualifying life event .

If you have any questions about dependent eligibility and/or dependent documentation requirements, please visit <https://web.kennesaw.edu/hr/content/benefits-eligibility-dependent-eligibility> or call 470-578-6030.